

NOTARY PUBLIC

- A. The Mansfield Town Clerk's Office has Notaries Public on staff for your convenience. We offer the following services:
1. We can administer an oath
 2. We can notarize acknowledgements
 3. We can notarize an affidavit
 4. We can supply the Name Change forms for Land Records only
- B. In order to provide this service there are certain statutory requirements which must be met.
YOU MUST:
1. Be personally known to us; OR
 2. Show absolute proof as to your identity by showing any of the following:
 - Driver's License, Passport or other Photo ID
 - OR
 - Birth Certificate AND Social Security Card
- C. Our office is not authorized by the Town to notarize the following documents:
1. A conveyance of land or property
 2. Living or general wills
 3. Birth, death or marriage certificates - those vital records filed in our office are available as certified copies at a cost of \$20.00
 4. Anything, from anyone, who is not appearing before us in person
- D. Please remember that we must observe the law and the legally required standard of "Reasonable Care" to protect all parties involved. Consequently, we do reserve the right to modify these services as necessary. Your cooperation is greatly appreciated.
- E. The charge for notarizing is \$5.00 as authorized by C.G.S., however there will be no charge for documents executed in the conduct of official Town business and the following:
1. Affidavit of Circulators form for Petitions
 2. Elected Official/Political Action Committee Financial forms
 3. Town of Mansfield Employee Retirement/Health forms
 4. Board of Education Address Verification forms
 5. HUD Section 8 applications
 6. Documents executed with the Right to Farm Ordinance and Municipal Tax Incentives for Farms
 7. Housing Rehabilitation Loans

